

## INFORMATION NOTE

### Corporate Governance Action Plan Update

Area Requiring Action	Senior Responsible Officer	Progress update	Status	Completion Date
<b>Implement revised staff induction programme</b>	Alex Scrivens	Using the intranet we have created a dedicated page to cover all areas of the induction process <a href="http://intra.fylde.gov.uk/induction">http://intra.fylde.gov.uk/induction</a> . Feedback received has been extremely positive, having all details / links in the one place and readily available online.	Completed	30 <sup>th</sup> September 2019
<b>Raise awareness of probity policies through team briefs (on-going throughout the year)</b>	Tracy Manning in consultation with the Corporate Governance Group	A series of 7 minute briefings have been drafted, the first two of which are now available on the staff intranet. <a href="http://intra.fylde.gov.uk/resources/7-minute-briefings/">http://intra.fylde.gov.uk/resources/7-minute-briefings/</a>  The status of the action is ongoing, as the intention is to add further briefings over the coming financial year and beyond.	Ongoing	31 <sup>st</sup> March 2020
<b>Strengthen communication regarding core competencies through electronic message board, intranet and internet</b>	Alex Scrivens	We have used TV screens in various staff break-out rooms promoting comms in general, including core competencies. More so on the intranet producing articles and blogs about culture and the core competencies. We have updated our Customer Care Policy to include competencies in relation to response times for external customers.  Further to the above, managers across the organisation reviewed the core competences and recommended that a refresh should be carried out. A piece of work is therefore being prepared involving staff from all service areas to review what these should look like in 2020 in order to create a more modern and simplistic set of core competencies.	Completed  Further work involved in 2020	30 <sup>th</sup> June 2019

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<b>Re-launch the Project Management Framework and consider an appropriate framework for compliance monitoring</b>	Alex Scrivens	The <a href="#">Performance Management Framework</a> was been updated to reflect the accurate picture of the performance reporting process. Previously had references to legacy committee systems and reports. This now also includes elements of the statutory requirements of the Corporate Plan in relation with the MTFS. PMF is further addressed in the 20/21 Corporate Governance Statement Action Plan.	Completed  On-going	30 <sup>th</sup> NOV 2020
<b>Delivery of Project Management training</b>		The <a href="#">methodology</a> has been reviewed again, more streamlined and adaptable to Fylde's needs, this has been promote via the intranet and advertised as a corporate recommendation and support offered.	Completed	28 <sup>th</sup> Feb 2020
<b>Update Risk Management Strategy</b>	Dawn Highton	The updated Risk Management Strategy will be reported to the July 2020 meeting of Audit & Standards Committee.	Completed	23 <sup>rd</sup> July 2020
<b>Continue to embed Project, Partnership, Operational risks through the use of GRACE</b>	Dawn Highton	Officers have been trained in operational risk management using the GRACE software, the training was well received and is embedded.  Work still required in projects and partnerships.	Completed  Ongoing	31 <sup>st</sup> March 2020
<b>Delivery of risk management training</b>	Dawn Highton	Delivery of risk management training is on-going throughout the year.	Ongoing	31 <sup>st</sup> December 2020
<b>Review the Council's Ethical Standards Arrangements against best practice recommendations made by the Committee on Standards in Public Life</b>	Tracy Manning	An initial report was considered by committee on 19 September 2019. A further report will be brought to committee either at the September or November 2020 cycle of meetings in regards to the complaint handling process, together with the outcome of consultation with Town and Parish Councils.	Ongoing	12 <sup>th</sup> November 2020

#### FURTHER INFORMATION AVAILABLE FROM

Contact: Director of Resources